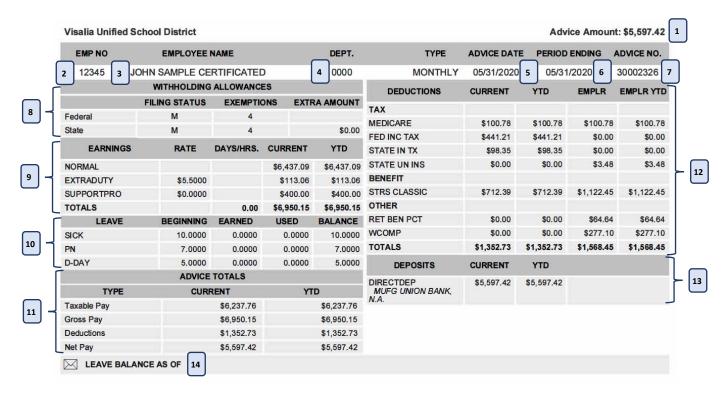
## **VUSD Advice Sample - Certificated**



Employees receive an Advice when their pay is deposited directly to a Bank/Banks of their choosing. Below are descriptions that correspond to the number shown above:

- 1) This amount here will match the total amount deposited with the advice. This is also known as your "net pay".
- 2) Employees Identification number
- 3) Employee name
- 4) Department number to which you are assigned
- 5) This is the date you are getting paid
- 6) Period ending represents the last day of the month for which the pay is being provided.
- 7) The advice number is a unique number assigned to each advice when processed.
- 8) Withholding allowances section provides your current filing statuses with both Federal (W-4) and State (DE4).
- 9) This section outlines your employees earnings included in the advice. Each type of earning/dock will be listed along with the corresponding Rate, Days/Hours, Current, and Year-To-Date information.
- 10) Leave Balances:

Your leave balances will continue to appear on your paystub each month, however, more information will be provided in the new format.

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## **VUSD Advice Sample - Certificated**

The following chart will help you become familiar with new language used to report employee leave balances:

Type of Leave Reported	Leave Titles	
SICK- Sick Leave	BEGINNING	This will reflect your leave balance at the beginning of the period of pay.
VACATION- Vacation Leave	EARNED	This will reflect any accrued/earned leave during the current period of pay.
PN- Personal Necessity Leave	USED	This reflects any leave used during the current period of pay.
D-DAY- Discretionary Leave	BALANCE	This reflects your ending leave balance as of the date printed at the bottom of your paystub**.

- 11) This section provides a breakdown of your current and year-to-date totals for the following categories: Taxable Pay, Gross Pay, Deductions, and Net Pay.
- 12) Within this section all deductions are outlined and will provide detail for current amount taken, the year-to-date amount, and whether the deduction is taken from the employee, employer, or both.
- 13) All bank accounts associated with the deposit of this advice will be listed here with current and year-to-date amounts.
- 14) The following language will be found at the bottom of the paystub \*\*"LEAVE BALANCE AS OF "7/30/2020". All employee balances reported on your paystub are accurate as of <u>this date</u>.

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